

Agenda

Town of Fairview



Agenda

Town Council Meeting

February 8, 2021

6:30 pm

Meeting will be in the Fairview Town Hall Meeting Room

1. Call the meeting to order: ---Mayor Thomas

Invocation

Pledge of Allegiance

- a. Agenda Changes
- b. Approval of Agenda

2. Public Comments / Presentations:**

3. Consent Agenda:

- a) Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
- b) Land Use Report---*Report Accepted as Information*
- c) Fund Balance Worksheet 2021-2022 --- *Report Accepted as Information*
- d) Fairview Park Event January Draft Minutes (*Minutes Accepted as Information*)
- e) Fairview Park Facility Draft Minutes (*No January Meeting*)
- f) Planning Board Draft Minutes (*No January Meeting*)
- g) Approve Council Minutes for January 11, 2022

Agenda

- h) Conflict of Interest Policy 2022
- i) Fairview Cost Principal Policy 2022

4. Items of Business:

Item 1: Discuss Text Change #TC 22-003 regarding Fairview Land Use Ordinance Section 32 (2) Voting of the Board of Adjustment --- *Ed Humphries*

Mayor to Open Public Hearing

Public Comments

Mayor to Close Public Hearing

Decision to Approve: Text Change #TC 22-003 stating the 4/5 vote is only required for a variance and a simple majority for any other quasi-judicial matters (Per Statute 160D)

Motion to approve would include the following zoning statement: The proposed zoning amendment under consideration is/is not found to be reasonable and consistent with the recommendations of the Town's adopted Comprehensive Plan, the Town of Fairview Land Use Plan (Revised November 11, 2018), and the Town of Fairview Land Use Ordinance (effective July 1, 2005)

Item 2: Appoint Board of Adjustment members and terms as follows:

Chrisie Black (3-year term)
Doug Buchanan (3-year term)
David Link (3-year term),
Josh Presley (2-year term)
Bill Riffle (2-year term)
Alternate: Alex Karakosta (3-year term)
Alternate: Jim Brewer (2-year term)

Item 3: Appoint Fred Rogers as an alternate member on the Planning Board to replace Josh Presley who moved to a full member (term to expire September 2022) --- *Ed Humphries*

Item 4: Discuss Event Planning Coordinator Position --- *Lisa Thomas*

5. Council Comments:

6. Adjournment

AS A COURTESY, PLEASE TURN CELL PHONES OFF WHILE MEETING IS IN PROGRESS

**** Public Comments are limited to 3 minutes**

Consent Agenda

A consent agenda is an effective means of managing the length of a meeting. It is normally made up of routine items that are not controversial in nature and upon which no further discussion is anticipated. Action on the consent agenda usually occurs early in the meeting with all items listed being approved by one motion and vote.

If any member of the governing body feels the need to discuss one or more of the items more fully, the item may be removed from the consent agenda and placed on the regular agenda.

11:10 AM

01/26/22

Accrual Basis

Town of Fairview
Balance Sheet
 As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
First National Bank	393,255.97
Total Checking/Savings	393,255.97
Other Current Assets	
Franchise Tax Receivable	30,363.68
Investments	
Investments NCCMT	1,062.50
Total Investments	1,062.50
Other receivables	78.57
Prepaid assets	3,186.00
Sales Tax Receivable	6,268.63
Taxes receivable	1,213.71
Taxes receivable - ad valorem	-638.78
Taxes receivable - motor veh	1,142.50
Total Other Current Assets	42,676.81
Total Current Assets	435,932.78
Fixed Assets	
Accumulated Depreciation	-408,074.09
Building and Improvements	1,181,642.75
Computer Equipment	10,073.66
Furniture and Equipment	1,698.00
Land	734,289.94
Land improvements	17,545.00
Leasehold improvements	27,486.25
Park equipment	148,928.88
Rental House	137,436.59
Total Fixed Assets	1,851,026.98
TOTAL ASSETS	2,286,959.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,121.95
Total Accounts Payable	8,121.95
Other Current Liabilities	
Accrued payroll	4,051.51
Deferred revenue - ad valorem	1,213.71
Payroll Liabilities	294.16
Prepaid taxes	6.17
Security deposit - rental house	1,395.00
Total Other Current Liabilities	6,960.55
Total Current Liabilities	15,082.50
Long Term Liabilities	
Note payable on park land	440,000.00
Total Long Term Liabilities	440,000.00
Total Liabilities	455,082.50
Equity	
Amount to be provided for LTD	-440,000.00

11:10 AM
01/26/22
Accrual Basis

Town of Fairview
Balance Sheet
As of January 31, 2022

	Jan 31, 22
Equity	
Fixed assets	1,851,026.98
Total Fund Balance	1,207,568.00
Total Equity	3,058,594.98
Retained Earnings	-795,660.04
Net Income	8,942.32
Total Equity	1,831,877.26
TOTAL LIABILITIES & EQUITY	2,286,959.76

11:12 AM

01/26/22

Accrual Basis

Town of Fairview
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem taxes	85,296.12	108,000.00	-22,703.88	79.0%
Alcoholic beverage	0.00	16,000.00	-16,000.00	0.0%
ARP Funds	133,598.25			
Donation	3,407.59			
Donation - vendors	4,715.75			
Farm Land rental	2,100.00	1,500.00	600.00	140.0%
Fund balance appropriated	0.00	130,786.00	-130,786.00	0.0%
Interest on delinquent taxes	178.94			
Investment income	276.68			
Motor vehicle taxes	10,859.82	10,800.00	59.82	100.6%
Park rental income	1,000.00	1,000.00	0.00	100.0%
Rental house income	8,788.60	15,000.00	-6,211.40	58.6%
Sales and use tax	22,713.73	32,500.00	-9,786.27	69.9%
Utility Franchise taxes	65,356.47	135,000.00	-69,643.53	48.4%
Zoning fees	10,495.00	12,000.00	-1,505.00	87.5%
Total Income	348,786.95	462,586.00	-113,799.05	75.4%
Expense				
Advertising and Promotion	208.96	1,000.00	-791.04	20.9%
Audit fees	8,660.00	8,530.00	130.00	101.5%
Bank Service Charges	254.00			
Capital outlay - Park	3,955.11			
Capital Outlay - Town Hall	142,049.81	150,000.00	-7,950.19	94.7%
Debt repayment	60,280.00	60,280.00	0.00	100.0%
Dues and Subscriptions	5,931.00	6,000.00	-69.00	98.9%
Elections expense	3,435.32	3,100.00	335.32	110.8%
Festival expense	12,396.31	20,000.00	-7,603.69	62.0%
Fire Dept Grant	0.00	2,000.00	-2,000.00	0.0%
Grants	1,000.00	2,000.00	-1,000.00	50.0%
Insurance Expense	5,180.17	5,350.00	-169.83	96.8%
Internet and website	5,342.24	10,800.00	-5,457.76	49.5%
Legal fees	4,191.51	9,000.00	-4,808.49	46.6%
Miscellaneous Expense	149.76	1,000.00	-850.24	15.0%
Office expense	7,480.35	11,000.00	-3,519.65	68.0%
Office utilities	1,943.84	4,000.00	-2,056.16	48.6%
Park Maintenance	13,020.10	30,576.00	-17,555.90	42.6%
Park Utilities	1,276.67	2,200.00	-923.33	58.0%
Payroll Expenses	61,201.72	42,700.00	18,501.72	143.3%
Payroll taxes	0.00	7,650.00	-7,650.00	0.0%
Planning and zoning	0.00	47,000.00	-47,000.00	0.0%
Professional Fees	0.00	3,000.00	-3,000.00	0.0%
Rent Expense	0.00	12,000.00	-12,000.00	0.0%
Rental house repairs, etc	303.18	1,000.00	-696.82	30.3%
Salaries - Park	0.00	10,300.00	-10,300.00	0.0%
Solid Waste Manage cost share	0.00	8,000.00	-8,000.00	0.0%
Tax collection fees	1,563.23	2,000.00	-436.77	78.2%
Telephone Expense	687.91	1,200.00	-512.09	57.3%
Training expense	0.00	500.00	-500.00	0.0%
Travel Expense	0.00	400.00	-400.00	0.0%
Total Expense	340,511.19	462,586.00	-122,074.81	73.6%
Net Ordinary Income	8,275.76	0.00	8,275.76	100.0%
Net Income	8,275.76	0.00	8,275.76	100.0%

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11:14 AM

01/26/22

Accrual Basis

Town of Fairview Transactions by Account

As of January 31, 2022

Type	Date	Num	Adj	Name	Memo	Clr	Debit	Credit	Balance
First National Bank									400,502.67
Check	01/10/2022	Draft		Duke Energy	Park power			126.82	400,375.85
Check	01/10/2022	Draft		Duke Energy	Office power			411.54	399,964.31
Paycheck	01/11/2022	103602		Darrell H. Baucom				696.33	399,267.98
Paycheck	01/11/2022	103603		Edward D Humphries				2,303.86	396,964.12
Paycheck	01/11/2022	103609		Spencer L Thomas				46.17	396,917.95
Paycheck	01/11/2022	103610		Teresa Gregorius				1,106.85	395,811.10
Paycheck	01/11/2022	103604		Gary H Wilfong				138.52	395,672.58
Paycheck	01/11/2022	103605		Jerry C. Clontz				792.78	394,879.80
Paycheck	01/11/2022	103606		John A Biggers, Jr.				138.52	394,741.28
Paycheck	01/11/2022	103607		Patricia H. Kindley				138.52	394,602.76
Paycheck	01/11/2022	103608		Phillip C Thomas				184.70	394,418.06
Liability Check	01/11/2022	To Print		IRS	55-0789092			2,246.68	392,171.38
Check	01/12/2022	103614		FNB Commercial C...	credit card payment			375.69	391,795.69
Check	01/12/2022	103615		Union County Publi...	water for park			79.39	391,716.30
Check	01/12/2022	103616		Phil Thomas	meeting expense reimbursement			10.00	391,706.30
Check	01/12/2022	103617		PHS Band Boosters	Sponsorship for PHS Bank			1,000.00	390,706.30
Deposit					Deposit		200.00		390,906.30
Deposit	01/13/2022				Deposit		100.00		391,006.30
Deposit	01/15/2022				Deposit		969.15		391,975.45
Deposit	01/21/2022				Deposit		275.00		392,250.45
Deposit	01/21/2022				Deposit		1,255.50		393,505.95
Check	01/23/2022	Draft		Spectrum	TV, phone and internet			249.98	393,255.97
Total First National Bank							2,799.65	10,046.35	393,255.97
TOTAL							2,799.65	10,046.35	393,255.97

11:12 AM

01/26/22

Accrual Basis

Town of Fairview
Transaction Detail By Account
 July 2021 through June 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Park Maintenance							
Bill	08/02/2021	1496	Taylor's Landscaping...	Lawn maintenance	1,337.50		1,337.50
Bill	08/02/2021	1496	Taylor's Landscaping...	Top of Hill	200.00		1,537.50
Check	08/10/2021	103464	Jerry C. Clontz	Park supplies	82.07		1,619.57
Bill	08/27/2021	1501	Taylor's Landscaping...	Lawn maintenance	1,337.50		2,957.07
Bill	08/27/2021	1501	Taylor's Landscaping...	Top of hill at park	160.00		3,117.07
Check	09/14/2021	103493	Leon Whitley	Reimbursement m...	100.00		3,217.07
Check	09/14/2021	103494	Mike Medlin	Reimburse for mow...	100.00		3,317.07
Bill	10/04/2021	1505	Taylor's Landscaping...	Normal charge	1,337.50		4,654.57
Bill	10/04/2021	1505	Taylor's Landscaping...	Park extra mowing ...	470.00		5,124.57
Bill	10/27/2021	2021-2714	Carolina Recreation ...	2 bench frames an...	2,615.18		7,739.75
Bill	11/01/2021	1510	Taylor's Landscaping...	Lawn maintenance,...	1,337.50		9,077.25
Bill	11/01/2021	1510	Taylor's Landscaping...	Top of hill mowing	160.00		9,237.25
Bill	11/01/2021	1510	Taylor's Landscaping...	Mowing highlighted...	405.00		9,642.25
Check	11/09/2021	103546	Jerry C. Clontz	Park supplies	203.43		9,845.68
Bill	11/30/2021	1515	Taylor's Landscaping...	Park and other are...	1,337.50		11,183.18
Bill	11/30/2021	1515	Taylor's Landscaping...	Tree top area	40.00		11,223.18
Bill	11/30/2021	1515	Taylor's Landscaping...	Highlighted areas	135.00		11,358.18
Bill	01/03/2022	1522	Taylor's Landscaping...	normal maintenance	1,337.50		12,695.68
Bill	01/03/2022	1522	Taylor's Landscaping...	Top of hill and highl...	175.00		12,870.68
Check	01/12/2022	103614	FNB Commercial Cre...	credit card payment	149.42		13,020.10
Total Park Maintenance					13,020.10	0.00	13,020.10
TOTAL					13,020.10	0.00	13,020.10

11:13 AM

01/26/22

Accrual Basis

Town of Fairview
Transaction Detail By Account
 July 2021 through June 2022

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Office expense								
Bill	07/05/2021	07052021		Teresa Clontz	Cleaning office	100.00		100.00
Check	07/13/2021	103436		WM Corporate Servi...	Monthly waste charge	111.10		211.10
Check	07/13/2021	103437		FNB Commercial Cr...	Credit card charges	13.93		225.03
Bill	08/02/2021	08022021		Teresa Clontz	Cleaning	100.00		325.03
Bill	08/02/2021	1496		Taylor's Landscapin...	Roundabout	210.00		535.03
Check	08/10/2021	Draft		Great American Fin...	Copier	165.33		700.36
Check	08/10/2021	103466		WM Corporate Servi...	Garbage service	111.10		811.46
Check	08/10/2021	103469		FNB Commercial Cr...	credit card payment	942.88		1,754.34
Deposit	08/13/2021			citizens	Ed's personal deposit 27...	0.00		1,754.34
Bill	08/24/2021	649541		Killingsworth Enviro...	Pest control	125.00		1,879.34
Bill	08/27/2021	1501		Taylor's Landscapin...	Roundabout	140.00		2,019.34
Bill	09/01/2021	0098526-473...		Waste Management	Garbage service	111.10		2,130.44
Bill	09/06/2021	09062021		Teresa Clontz	Cleaning	100.00		2,230.44
Bill	09/13/2021	09/13/2021		Ed Humphries	reimburse postage	12.60		2,243.04
Check	09/14/2021	103492		FNB Commercial Cr...	Credit card payment	1,253.34		3,496.38
Check	09/25/2021	Draft		Great American Fin...	copier	145.02		3,641.40
Bill	10/04/2021	1505		Taylor's Landscapin...	Roundabout maintenance	140.00		3,781.40
Bill	10/06/2021	10062021		Teresa Clontz		100.00		3,881.40
Check	10/12/2021	103518		WM Corporate Servi...	Garbage service	111.10		3,992.50
Check	10/12/2021	103519		FNB Commercial Cr...	credit card payment	283.12		4,275.62
Bill	10/19/2021	713176		Killingsworth Enviro...	Pest control	131.25		4,406.87
Check	10/25/2021	Draft		Great American Fin...	Copier	145.02		4,551.89
Bill	11/01/2021	1510		Taylor's Landscapin...	Round-about	140.00		4,691.89
Bill	11/02/2021	11022021		BB Haigler	Mowing back of town hall	100.00		4,791.89
Bill	11/05/2021	11052021		Teresa Clontz	Office cleaning	100.00		4,891.89
Check	11/09/2021	103545		WM Corporate Servi...	Waste management for d...	111.10		5,002.99
Check	11/09/2021	103550		FNB Commercial Cr...	Credit card payment	56.19		5,059.18
Check	11/25/2021	Draft		Great American Fin...	Copier	153.08		5,212.26
Bill	11/30/2021	1515		Taylor's Landscapin...	Round-a-bout	140.00		5,352.26
Bill	11/30/2021	1515		Taylor's Landscapin...	Gym area and ditch	850.00		6,202.26
Check	11/30/2021	Draft		Great American Fin...	Copier lease	149.01		6,351.27
Bill	12/01/2021	0104453-473...		Waste Management	Garbage	116.80		6,468.07
Bill	12/06/2021	12062021		Teresa Clontz	Cleaning town hall	100.00		6,568.07
Check	12/14/2021	103589		FNB Commercial Cr...	Pay credit card bill	69.67		6,637.74
Bill	12/16/2021	773846		Killingsworth Enviro...	Pest control	150.94		6,788.68
Check	12/31/2021	Draft		Great American Fin...	Copier payment	153.66		6,942.24
Bill	01/03/2022	01032022		Teresa Clontz	Clean office	100.00		7,042.24
Bill	01/03/2022	1522		Taylor's Landscapin...	round-about	210.00		7,252.24
Bill	01/04/2022	0107105-473...		WM Corporate Servi...	Garbage service	121.95		7,374.19
Bill	01/07/2022	01072022		Darrell H. Baucom	Reimburse expenses	9.09		7,383.28
Check	01/12/2022	103614		FNB Commercial Cr...	credit card payment	87.07		7,470.35
Check	01/12/2022	103616		Phil Thomas	meeting expense reimbur...	10.00		7,480.35
Total Office expense						7,480.35	0.00	7,480.35
TOTAL						7,480.35	0.00	7,480.35

11:13 AM

01/26/22

Accrual Basis

Town of Fairview
Transaction Detail By Account
 July 2021 through June 2022

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Festival expense								
Check	07/13/2021	103437		FNB Commercial Credit ...	Credit card charges	32.51		32.51
Check	08/10/2021	103467		Briolive	Deposit for The Castaways f...	2,750.00		2,782.51
Check	08/10/2021	103469		FNB Commercial Credit ...	credit card payment	27.99		2,810.50
Bill	08/26/2021	08262021		McKensie Lorenz	Security for festival - voided...	0.00		2,810.50
Bill	09/09/2021	09092021		Michael J. Privette	Security for Music in the Park	90.00		2,900.50
Bill	09/10/2021	09102021		Ronald Thomas	Festival items	64.31		2,964.81
Check	09/14/2021	103491		Hometown Heroes	Parking for Music Festival	300.00		3,264.81
Check	09/14/2021	103492		FNB Commercial Credit ...	Credit card payment	266.88		3,531.69
Check	10/02/2021	103495		Chad Price	Music	500.00		4,031.69
Check	10/02/2021	103496		Rick Greene	Music	500.00		4,531.69
Check	10/02/2021	103498		Lee Ward	Music and DJ	1,600.00		6,131.69
Check	10/02/2021	103499		Union County Tractor Club	Festival parking	200.00		6,331.69
Check	10/02/2021	103500		Ryan Jacob Smith	Security for Festival	210.00		6,541.69
Bill	10/08/2021	127830		RCS. Inc.	Porta potty rental for festival	390.00		6,931.69
Check	10/12/2021	103519		FNB Commercial Credit ...	credit card payment	715.08		7,646.77
Check	10/12/2021	103520		Ground 40	Parking and games for Festi...	1,500.00		9,146.77
Check	10/12/2021	103521		Mike Medlin	Festival expense	105.65		9,252.42
Bill	10/22/2021	10222021		Arnold Price	Winter festival expenses	64.00		9,316.42
Check	11/09/2021	103543		Larry Morris	Flyover for Fall Festival	250.00		9,566.42
Check	11/09/2021	103550		FNB Commercial Credit ...	Credit card payment	32.03		9,598.45
Bill	11/16/2021	11162021		Dylan T. Blythe	Security for Winter Festival	90.00		9,688.45
Bill	11/16/2021	11162021		James E. Murray	Security for Winter Festival	90.00		9,778.45
Bill	12/01/2021	12012021		Tracy Price-Ferguson	Reimburse expenses for Wi...	392.67		10,171.12
Bill	12/01/2021	45936		Austin Printing	Printing flyers for Winter Fe...	384.30		10,555.42
Bill	12/07/2021	12072021		Jeff Campagna	Santa for Winter festival	200.00		10,755.42
Bill	12/07/2021	12072021		Union County Antique Tr...	Tractor and trailer ride for F...	200.00		10,955.42
Check	12/14/2021	103585		Allison Plyler	Reimburse festival expenses	255.99		11,211.41
Check	12/14/2021	103586		John Biggers	Reimburse Winter festival e...	656.34		11,867.75
Check	12/14/2021	103589		FNB Commercial Credit ...	Winter festival	151.17		12,018.92
Bill	12/20/2021	12202021		Lisa Thomas	Winter festival expenses	238.19		12,257.11
Check	01/12/2022	103614		FNB Commercial Credit ...	credit card payment	139.20		12,396.31
Total Festival expense						12,396.31	0.00	12,396.31
TOTAL						12,396.31	0.00	12,396.31

January 2022 Zoning Permits

<u>Ck#</u>	<u>Permit #</u>	<u>Type</u>	<u>Fee \$</u>	<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
CC	A 22 001	Accessory	\$100	Miguel Reyes	6304 Howey Bottoms	08291010G
CC	Add 22 002	Addition	\$100	Marina Vwedugo	302 West Lawyers	08195008G
N/A	TC 22 003	Text Change	N/A	EDH	Town of Fairview	N/A
CC	A 22 004	Accessory	\$100	Jordan Foley	7520 Carriker Williams	8117025
931	MS 22 005	Minor	\$275	Sandra Plowman	7218 Howey Bottoms	K8288003A
N/A	TC 22 005	Text Change	N/A	EDH	Town of Fairview	N/A
Total	6		\$575			

FUND BALANCE WORKSHEET 2021/2022

Beginning Spendable Fund Balance **\$370,434**
(as of 6/30/2021)

POLICY - Reserve in Spendable Fund Balance **\$200,000**

Spendable Fund Balance **\$170,434**
(as of 6/30/2021)

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
1	7/13/2021	Purchase of Town Hall	Fund balance	150,000.00
			New Spendable Fund Balance	20,434.00

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	



**Town of Fairview
Fairview Park Event Committee Meeting
January 6, 2022**

The following Fairview Park Event Committee members were present: Lisa Thomas, Gayle Brock, Scott Cuthbertson, Theresa Donaldson, Leigh Harris, Mike Medlin, and Spencer Thomas

Others present: Ronald Thomas, Garrett Cox, Pam Mower, Amy Hartig

Public Comments

None

Items of Business

A. Recap 2021 Events

Chairman Thomas reviewed with the Committee the following events of 2021: Easter Egg Hunt, two Music in the Park events, Fall Festival and Winter Festival. The Committee discussed possible changes and additions for 2022.

B. Events for 2022

The Committee discussed how many and what type of events they would like to see in 2022 and decided on the following:

Easter Egg Hunt – April 9th
Music in the Park – June 10th
Fall Festival – October 1st
Winter Festival – December 10th

The Committee discussed the necessity of hiring a person to coordinate all the events. An outline of duties will be finalized, and the request will be on the February Council agenda.

Theresa Donaldson made a motion to adjourn. Scott Cuthbertson seconded the motion. Committee members Thomas, Brock, Cuthbertson, Theresa Donaldson, Harris, M. Medlin, and S. Thomas voted yes (7-0).

Respectfully submitted,

Spencer Thomas
Administrative Assistant

Lisa Thomas
Chairman



**Town of Fairview
Regular Town Council Meeting
January 11, 2022**

The following Council members were present: Mayor Phil Thomas, John Biggers, Jerry Clontz, Patricia Kindley, and Gary Wilfong.

Others present: Melanie Cox, Town Attorney; Darrell Baucom, Financial Officer; Teresa Gregorius, Town Clerk. Ed Humphries, Land Use Administrator/Deputy Clerk; and Spencer Thomas, Administrative Assistant were absent.

Agenda Changes

Mayor Thomas stated that Item #2 in Items of Business will be tabled until the February meeting.

Approval of Agenda

Patricia Kindley made a motion to approve the agenda as amended. Jerry Clontz seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Public Comments

None

Presentation

Representative Dean Arp presented the town with a check for \$300,000 from the state budget. The funds have been designated as \$50,000 for town hall improvements and \$250,000 for part projects.

Consent Agenda

- a) Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
- b) Land Use Report---*Report Accepted as Information*
- c) Fund Balance Worksheet 2021-2022 --- *Report Accepted as Information*

- d) Fairview Park Event Draft Minutes (*No December Meeting*)
- e) Fairview Park Facility Draft Minutes (*No December Meeting*)
- f) Planning Board December Draft Minutes (*No December Meeting*)
- g) Approve Council Minutes for December 14, 2021
- h) Schedule Council Retreat for March 12, 2022

Gary Wilfong made a motion to approve the consent agenda. Jerry Clontz seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Items of Business

Item 1: Renew order granting Temporary Permit # TP 14-037 for six months

Ed Humphries presented temporary permit # TP 14-037 for renewal for six months (new permit will expire July 2022) in the name of Gregory Morgan- 6508 Morgan's Cove Road, Monroe, NC 28110. The permit would allow Morgan to add a manufactured home to his property (Parcel #08192012) for the purpose of caring for a relative—under Section 179 of the Fairview Land use Ordinance.

The Council discussed. Jerry Clontz made a motion to approve Temporary Permit # TP 14-037 for renewal for six months (new permit will expire July 2022). Patricia Kindley seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Item 2: Discuss/Approve Piedmont Band Booster Sponsorship

Mike Weeks, President of Piedmont Band Boosters, reported to the Council on the needs of the band and what type of funding they receive. The Council discussed.

Patricia Kindley made a motion to approve a \$1,000.00 GoldPaw sponsorship for the Piedmont Band. John Biggers seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Item 3: Discussion with Park Facility Committee on future park plans --- Mayor Thomas

The Council and Mike Medlin, Chairman of the Fairview Park Facility Committee, discussed future projects for the park. Since the town has purchased additional property at the park, it was agreed that the first item should be a master plan. Other items on the priority list: natural trail, permanent stage, additional lighting, bike/skateboard path, dog park. Patricia Kindley discussed the possibility of a Story Walk which would consist of 20 aluminum boards. She would like to use campaign funds that she had remaining after her recent election. Gary Wilfong suggested the Park Facility Committee and the Council meet regarding park projects and also include presentations by park consultants. A date for the workshop will be announced soon.

Council Comments

Mayor Thomas reported that the Crime Stoppers BBQ will be held at the Ag Center on January 21st. The American Legion Post 535 BBQ will be held at the Unionville Community Center on January 28th. Mayor Thomas reported that he will be attending the Legislative Session regarding redistricting and budget at SPCC on January 13th.

Jerry Clontz made a motion to adjourn. Gary Wilfong seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Phil Thomas
Mayor

Approved this _____ day of _____, 2022



FAIRVIEW

NORTH CAROLINA

Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, officers, and directors of Town of Fairview from interfering with the performance of their duties to Town of Fairview, or resulting in personal financial, professional, and/or political gain on the part of such persons at the expense of Town of Fairview.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and directors of Town of Fairview. Governing Board (also board) means the board of directors. Director means an individual member of the board of directors. Staff member means a person who receives all or part of his/her income from the payroll of Town of Fairview.

Policy:

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a) A director is related to another director.
 - b) A director is related to a staff member.
 - c) A director is also a staff member.
 - d) A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
 - e) A director or staff member receives payment from Town of Fairview for any contract, subcontract, goods, or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - f) A director or staff member is a member of the governing body of a contributor to Town of Fairview.
 - g) A director or staff member may have personal, financial, professional, or political gain at the expense of Town of Fairview.
 - h) A director or staff member engages in activities that may cause a loss of public credibility in Town of Fairview or create a public impression of impropriety.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the board of directors shall determine whether a conflict of interest exists and, if so, the board shall vote to authorize or reject the transaction and/or condition. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.
3. An interested director, officer, or staff member shall not participate in any discussion or debate of the board of directors, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest.
4. No director, officer, or staff member shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where to his/her knowledge, any of the following has a

financial interest in that transaction: (1) the staff member, officer, or director; (2) any member of his/her immediate family; (3) his/her partner; (4) an Town of Fairview in which any of the above is an officer, director, or employee; or (5) a person or Town of Fairview with whom any of the above is negotiating or has any arrangement concerning prospective employment.

5. Existence of any of the above-listed conditions shall render a contract or a transaction voidable unless full disclosure of personal interest is made in writing to the board of directors and such transaction was approved by the board in full knowledge of such interest.
6. The disinterested directors are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a director, officer, or staff member for failure to disclose a conflict of interest as described in Paragraph 1 or for any appearance of a conflict.
7. Appeal from sanctions imposed pursuant to Paragraph 5 and 6 above shall be prescribed by law in those courts of the State of North Carolina with jurisdiction over both the parties and the subject matter of the appeal.
8. In the event that Town of Fairview has incurred costs or attorney fees as a result of legal action, litigation, or appeal brought by or on behalf of an interested director or staff member due to a conflict of interest and consequent sanctions and in the event that Town of Fairview prevails in such legal action, litigation, or appeal, Town of Fairview shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.
9. A copy of this policy shall be given to all directors, officers, and staff members upon commencement of such person's relationship with Town of Fairview. Each board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Signed:

Phillip C. Thomas, Mayor

(name printed)

Gary Wilfong, Mayor Pro Tem

(name printed)

Jerry Clontz, Councilman

(name printed)

John Biggers, Councilman

(name printed)

Patricia Kindley, Councilwoman

(name printed)

Date Signed

Discuss Text Change #TC 22-003

Text Change #TC 22-003 Fairview Land Use Ordinance

The following change: for Section 32 (2) stating: the 4/5 vote is only required for a variance and a simple majority for all other quasi-judicial matters.

The Rules of Procedure after this change will have the correct reference to the ordinance.

PUBLIC HEARING NOTICE

The Fairview Town Council will conduct a Public Hearings starting at 6:30 pm on Tuesday, **Feb 8, 2022, during the Council Regular monthly meeting** at Town Hall (location address: 7516 Concord Highway, Monroe, N.C.). The purpose of this hearing is:

For a proposed text amendment to the Board of Adjustment language in the Fairview Land Use Ordinance

Section 32 (2) Voting of the BOA, now states 4/5 vote is necessary to reverse an order or decision of the administrator etc. and grant a variance.

The Amendment would be: the 4/5 is only required for a variance and a simple majority for any other quasi-judicial matters. (Per Statute 160D)

The Public is invited to attend the public hearing and make comments. As a result of comments, the Town council reserves the right to make changes to the proposed Amendment prior to adoption. For More information, call Ed Humphries, Land Use Administrator at (704) 564.3412 during business hours. (Tuesday and Thursday 9:00am to 3:00pm) The Town of Fairview does not discriminate on the basis of disability. If you need an auxiliary aid or service or other accommodation to attend or fully participate at this meeting, please contact the Ed Humphries at (704) 564.3412 as far in advance of the meeting as possible so that your request can be considered.

- (a) A quorum for the Board of Adjustment shall consist of four members (including alternates sitting in lieu of regular members). A quorum is necessary for the board to take official action.
- (b) A member who has withdrawn from the meeting without being excused as provided in Section 32 shall be counted as present for purposes of determining whether a quorum is present.

Section 32 Voting.

- (a) ~~A majority~~~~The concurring~~ vote of ~~at least four-fifth's of~~ the Board's regular membership shall be necessary to reverse any order, requirement, decision, or determination of the Administrator, ~~to approve a variance~~ or to decide in favor of the applicant on any other matter upon which the Board is required to act. No more than five (5) regular and alternate members may vote on any matter for which a public hearing was held. ~~The concurring vote of at least four-fifth's of the Board's regular membership shall be necessary to grant a variance.~~ For the purposes of this subsection, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter shall not be considered 'members of the board' for calculation of the requisite supermajority if there are no qualified alternates available to take the place of such members (*revised 1/16/06*). Unless as otherwise specified, voting on procedural matters, which do not necessitate a public hearing, shall include all regular and alternate members in attendance. The Chairman shall be able to vote on any matter, including making and seconding a motion. Voting on any issue shall be done by a show of hands or by voice, as directed by the Chairman.
- (b) Once a member is physically present at a board meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with subsection (c) or has been allowed to withdraw from the meeting in accordance with subsection (d).
- (c) A member may be excused from voting on a particular issue by majority vote of the remaining members present under the following circumstances:
 - (1) If the member has a direct financial interest in the outcome of the matter at issue; or
 - (2) If the matter at issue involves the member's own official conduct; or
 - (3) If a member has familial, business, or other associational relationship with an affected person that the member cannot reasonably be expected to exercise sound judgment in the public interest (*revised 1/16/06*); or
 - (4) If a member has a fixed opinion prior to hearing the matter that is not susceptible to change (*revised 1/16/06*); or

Appoint Board of Adjustment Members

BOARD OF ADJUSTMENT

The present Board of Adjustment (BOA) was formed in 2009. The BOA has had two cases in the past 12 years. We would like to appoint new members to the BOA. We are asking the Council to appoint new members as shown on the chart on the following page. The new BOA will elect a chairperson and will meet at least once a year for training.

PLANNING BOARD

Chrisie
Black
Member

Mike
Medlin
Member

Josh
Presley
Member

Nancy
Randall
Choir

Doug
Buchanan
Member

Kelvin
Baucom
Member

Greg
Morgan
Member

Bill
Thomas
Alternate

Fred
Rogers
Alternate

BOARD OF ADJUSTMENT

Chrisie
Black
Member

Josh
Presley
Member

Bill
Riffle
Member

Doug
Buchanan
Member

David
Link
Member

Alex
Karakosta
Alternate

Jim
Brewer
Alternate

BOA



TOWN OF FAIRVIEW

Nomination for appointment to:
(check one)

- ☒ Planning Board ☐ Fairview Park Facility Committee
☐ Fairview Park Event Committee

Name: Chrisie Black Date: 11/19/20

Home Address: 1210 Lester Mullis Road Indian Trail, NC 28079

Work Address: 100 Ashford Center N Atlanta, GA. 30338

Home Phone: 678-520-9539 Work Phone: 678-520-9539

Email Address: chrisie.holland@hotmail.com

Please list any government or non-profit board, committee or commission on which you currently serve: N/A

Please list any particular experience or education which you feel qualifies you for the position: Been involved with Electric, Water, Gas industry for 15+ years. Associate's degree Business Management; Bachelor's degree Business Admin
Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? yes

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 1 1/2 years.

Chrisie Black
Signature of Applicant

Please return this form to:

Town Clerk
Town of Fairview
7516 Concord Highway
Monroe NC 28110
tgregorius@fairviewnc.gov

2.6

BDA

TOWN OF FAIRVIEW

Nomination for appointment to:
(check one)

- ☒ Planning Board ☐ Park & Rec Advisory Committee
☐ Festival Committee ☐ Social Media Committee

Name: JOSH PRESSLEY Date: 02 JAN 18

Home Address: 422 E HWY 218, MONROE NC 28110

Work Address: 1069 BAYSHORE DR, ROCK HILL, SC

Home Phone: 803-517-5390 Work Phone: SAM?

Email Address: jpressley@jmcare.com

Please list any government or non-profit board, committee or commission on which you currently serve: _____

Please list any particular experience or education which you feel qualifies you for the position: NC LICENSED GENERAL CONTRACTOR

Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? Yes

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 1.5 years.

Please return this form to:

Town Clerk
Town of Fairview
7400 Concord Highway
Monroe NC 28110-6927


Signature of Applicant



BOA

TOWN OF FAIRVIEW

Nomination for appointment to:
(check one)

- ☒ Planning Board ☐ Fairview Park Facility Committee
☐ Fairview Park Event Committee ☐ Social Media Committee

Name: WILLIAM RIFFLE Date: 11/16/21

Home Address: 7612 WATER OAK LANE, MONROE, NC 28110

Work Address: RETIRED

Home Phone: 704 461-6037 Work Phone: _____

Email Address: BILL.RIFFLE@EARTHLINK.NET

Please list any government or non-profit board, committee or commission on which you currently serve: PARK FACILITY COMMITTEE

Please list any particular experience or education which you feel qualifies you for the position: _____

Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? YES

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 51 years.

William J. Riffle
Signature of Applicant

Please return this form to:

Town Clerk
Town of Fairview
7516 Concord Highway
Monroe NC 28110
tgregorius@fairviewnc.gov

BOA

TOWN OF FAIRVIEW

Nomination for appointment to:
(check one)

- ☒ Planning Board ☐ Park & Rec Advisory Committee
☐ Festival Committee ☐ Social Media Committee

Name: Douglas Buchanan Date: 8-8-2016
Home Address: 513 Heritage View, Indian Trail / Fairview
Work Address: 513 Heritage View Indian Trail / Fairview
Home Phone: 704-753-1160 Work Phone: 704-533-2327
Email Address: BuchananD95@yahoo.com

Please list any government or non-profit board, committee or commission on which you currently serve: None

Please list any particular experience or education which you feel qualifies you for the position: BSF Civil Engineering - 37 years of Experience

Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? Yes

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 16 years.

Please return this form to:

Town Clerk
Town of Fairview
7400 Concord Highway
Monroe NC 28110-6927

[Signature]
Signature of Applicant



BOA

TOWN OF FAIRVIEW

Nomination for appointment to:
(check one)

- ☐ Planning Board ☐ Fairview Park Facility Committee
☐ Fairview Park Event Committee ☐ Social Media Committee
☒ *Board of Adjustment*

Name: David Link Date: 12/30/2021

Home Address: 9801 Thornridge Dr. Indian Trail NC 28079

Work Address: _____

Home Phone: 704-517-0866 Work Phone: _____

Email Address: dlink248@gmail.com

Please list any government or non-profit board, committee or commission on which you currently serve: N/A

Please list any particular experience or education which you feel qualifies you for the position: BS-Business Administration, Owner, GH Solutions, LLC

Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? Yes

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 24 years.

David M. Link
Signature of Applicant

Please return this form to:

Town Clerk
Town of Fairview
7516 Concord Highway
Monroe NC 28110
tgregorius@fairviewnc.gov

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BOA

TOWN OF FAIRVIEW

Nomination for appointment to:
(check one)

- ☒ Planning Board ☐ Fairview Park Facility Committee
☐ Fairview Park Event Committee

Name: Alex Karakosta Date: 11/12/21

Home Address: 9316 Concord Highway, Indian Trail NC 28079

Work Address: 4391 Indian Trail Fairview Rd, Indian Trail NC 28079

Home Phone: 704 807 1865 Work Phone: 704 628 8012

Email Address: alex@anaturaldifference.com

Please list any government or non-profit board, committee or commission on which you currently serve: none

Please list any particular experience or education which you feel qualifies you for the position: degree in Financial Mathematics, small business owner

Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? yes, I already attend all council meetings

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 1 years.

Alex Karakosta
Signature of Applicant

Please return this form to:

Town Clerk
Town of Fairview
7516 Concord Highway
Monroe NC 28110
tgregorius@fairviewnc.gov



BOA

TOWN OF FAIRVIEW

Nomination for appointment to:
(check one)

- ☐ Planning Board ☐ Fairview Park Facility Committee
☐ Fairview Park Event Committee ☐ Social Media Committee
☒ Board of Adjustment

Name: Jim BREWER Date: 1/4/2022

Home Address: 9800 TALLWOOD DRIVE, INDIAN TRAIL, NC 28079

Work Address: 1700 DICKERSON BLVD., MONROE, NC 28110

Home Phone: (704) 753-5009 Work Phone: (704) 290-3012

Email Address: jim.brewer@pnfp.com

Please list any government or non-profit board, committee or commission on which you currently serve: UC Community Health Services; United Way of Union County

Please list any particular experience or education which you feel qualifies you for the position: 41 YEARS OF COMMERCIAL (REAL ESTATE) BANKING

Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? YES

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 26 years.

Jim Brewer
Signature of Applicant

Please return this form to:

Town Clerk
Town of Fairview
7516 Concord Highway
Monroe NC 28110
tgregorius@fairviewnc.gov

Appoint Alternate Member to Planning Board

TOWN OF FAIRVIEW

Nomination for appointment to:

Planning and Zoning Board
(Board or Committee/Commission Name)

Name: Fred Rogers Date: 1-15-13

Home Address: 7616 Surry Lane Indian Trail NC 28079

Work Address: 14003 E. IndP Blvd Matthews NC 28104

Home Phone: 704-753-1363 Work Phone: 704-882-1173

Email Address: FredRog@MSN.com

Please list any government or non-profit board, committee or commission on which you currently serve: Matthews Rotary

Please list any particular experience or education which you feel qualifies you for the position: Banking & Finance 25 years

Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? Yes

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 25^{ce} years.

Please return this form to:

Mayor Elizabeth Long
117 West Highway 218
Monroe, NC 28110



Signature of Applicant

8/4/14 Mailed Newform

Discuss Event Planning Coordinator